



Committee of the Whole GRAND TRAVERSE COUNTY
Committee Meeting
~ Minutes ~

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Tuesday, September 6, 2016

9:00 AM

GTCOA Meeting Room

DRAFT: 9/06/16

APPROVED:

Call to Order

Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Excused	
Shirley Zerafa	Secretary	Present	
Christine Maxbauer	County Commissioner	Present	
Kory Hansen	Member	Present	
Carl Kucera	Member	Present	
Michelle Mercer	Member	Present	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	

Staff Present: Laura Green, Deputy Director
Cyndie F., Office Specialist
Jill C., Program Supervisor

Guests Present: None

Pledge of Allegiance

Sullivan led members in the Pledge of Allegiance.

Mission Statement

Mercer read the Commission on Aging's Mission Statement.

Approval of Agenda

Kucera requested the addition of the Friday meeting to the Agenda.

Motion to approve the agenda as amended.

RESULT:	FAILED
MOVED:	Kucera
SECONDED:	Taylor
AYES:	Zerafa, Hansen, Kucera, Taylor
NAYS:	Busch, Harrand, Maxbauer, Mercer, Sullivan



RECYCLED PAPER

Lengthy discussion on why members have the opportunity to add things to the Agenda prior to the meeting, why members should request Agenda additions in advance, and who should make the decision on how Agenda additions are handled.

Discussion on the QAP (Quality Assurance Panel) and the request of the Panel to not discuss the meeting content outside of the QAP. Green relayed that Administration noted they would answer the Board's questions, which were posed to them, in writing. Green also conveyed that there is one question that she is unsure of, that she objected to.

Discussion on the purpose of the QAP. Commissioner Maxbauer relayed her understanding of the QAP, looking at GTCOA processes and returning with recommendations. Discussion on how members were assured that changes would not be made without recommendations made to the Board.

Discussion on rumors of being placed under another department and moving to another building.

Discussion on why a BOC (Board of Commissioners) member sits on the Pavilions Board.

Further discussion on additions to the Agenda.

Motion to approve the Agenda as presented.

RESULT:	APPROVED
MOVED:	Zerafa
SECONDED:	Sullivan
AYES:	Busch, Hansen, Harrand, Maxbauer, Mercer, Sullivan, Taylor, Zerafa
NAYS:	Kucera

Motion to approve the minutes for June, July and August as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Sullivan
SECONDED:	Maxbauer
AYES:	Busch, Hansen, Harrand, Maxbauer, Mercer, Sullivan, Taylor, Zerafa
NAYS:	None

Introduction of new employees

Employee was unable to attend.

Purpose of the Commission on Aging Board

Discussion on the role of the GTCOA Board as an advisory board, that the authority lies with the BOC, and the Board staying out of operations.

Conversation discussed that the Prosecutor has noted the GTCOA Board is much more than an advisory board. Discussion on job descriptions.

PROGRAM/COMMUNITY RELATIONS

July Program Report

Green reviewed the July Program report, noting the number of HMA (Homemaker Aide) clients on the list.

Loan Closet

Green referred to items contained in the packet regarding the Loan Closet.

Green asked for discussion on the subject. Discussion on Loan Closet problems encountered in the Front Street building, revisiting the re-stocking, if GTCOA moves, what safety items are available, and what clients were charged for Loan Closet items.

Wait Lists

Jill C. attended for discussion on the Wait Lists. She relayed information on the current status of the list and what it would take to eliminate the HMA (Homemaker Aide) list. Discussion on Respite/CLS (Community Living Support), number of hours, types of services provided. Jill C. recommended adding another HMA position, rather than a UA position, explaining the reasoning, and noting that it would take everyone off the HMA Wait List. Discussion on what HMAs salaries, and the area in general, having problems hiring. It was noted that HMAs are at the lowest on the pay scale.

Discussion on Respite/CLS regarding the variety of ways and hours the service can be provided. Discussion on local salaries; raising employee wages; CNA lifting requirements; other area CNA salaries; using an outside contractor; and the RN position.

EXECUTIVE/FINANCE

July Finance Reports

Green noted she and Rokos reviewed the reports and finances are in good shape. She updated members on MI Choice Waiver income, a meeting with the Finance Director regarding the trial balance, and the charges for 2016

Indirect Costs. Members asked for the Indirect Cost spreadsheet to come to the next Board meeting.

Motion to accept the July Finance Report as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Hansen
SECONDED:	Sullivan
AYES:	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Sullivan, Taylor, Zerafa
NAYS:	None

Motion to accept the July Program Report as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Mercer
AYES:	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Sullivan, Taylor, Zerafa
NAYS:	None

Governance Committee 10/5/16

Green noted that a question has come to staff regarding the continuation of any officer in their current position. She read a section of the current Bylaws explaining what would have to change for that to happen. Green also relayed that staff is asking for member discussion on the structure of the committees for next year.

Motion to return to Finance/Executive and Program Community Relations Committees for 2017 replacing the Committee of the Whole.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Sullivan
AYES:	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Sullivan, Taylor, Zerafa
NAYS:	None

2017 Board and Committee structure/meeting dates

Members were asked if they would wish to continue to hold their Board meetings at the Governmental Center or at Front Street. Discussion on the subject of moving the meetings back to Front Street.

Motion to hold 2017 Board meetings at the Front Street location.

RESULT:	APPROVED [UNANIMOUS]
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MOVED:	Zerafa
SECONDED:	Taylor
AYES:	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Sullivan, Taylor, Zerafa
NAYS:	None

Bylaws

Discussion on potential changes in Members and Officers, noted that four Members are up for reappointment, and an upcoming Governance Committee vote on new officers. Discussion on the process of reappointment and interviews by the BOC, Members staying in their current positions, if the Bylaws were to be changed, and, the Board's authority. Green relayed she would ask for an opinion from the Prosecutor on the Board's authority.

Old Business

Busch relayed that there are some things hanging with Program Committee, Fee for Services scale for Home Chore, and Technology for the Staff. Green updated members on the technology question. Discussion on the QAP as related to the Board and staff relative to the technology question and a recommendation. Suggestion to conduct a special Finance Committee meeting, request the programmer and Deputy Administrator attend. Green noted that Rokos would return from vacation the 22nd and staff would get back to them.

Discussion on communication to HC (Home Chore) window clients being very good. Discussion that GTCOA does not do two story windows.

New Business

None

Public comment

None

Adjournment

Meeting adjourned at 10:56 am

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.